

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-01

☐ Other☐ Amendment Number:Contract Number
EP-W-12-030Contract Period 09/06/2012 To 09/05/2014
Base Option Period Number 1Title of Work Assignment/SF Site Name
Program ManagementContractor
DPRA INCORPORATEDSpecify Section and paragraph of Contract SOW
Task 3, General Management SupportPurpose:
☒ Work Assignment
☐ Work Assignment Amendment
☐ Work Plan Approval☐ Work Assignment Close-Out
☐ Incremental Funding

Period of Performance

From 09/06/2013 To 09/05/2014

Comments:

This is the issuance of a new work assignment. A work plan and cost estimate is requested.

☒ Superfund

Accounting and Appropriations Data

☐ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2)

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:
09/06/2012 To 09/05/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Blum

Branch/Mail Code:

Phone Number 202-564-4283

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

Contract Number: EP-W-12-030 OSRE-3 FY - 2014

Work Assignment Number: 1
Amendment Number: Original
Work Assignment Title: Program Management

Work Assignment Manager: Lisa Blum, 202-564-4283
1200 PA Avenue, NW
Washington, DC 20460
Mail Code: 2271-A

Division Director: Laura Milton, 202-564-6017
Director, Program Operations Support
Mail Code: 2271-A

Quality Standard: 
Stephen Keim, Quality Assurance Officer

7/23/13
Date

This work assignment does not involve environmental data generation or use.

Alternate COR: Elissa Goeke, 202-564-0894

Purpose: This SOW is the original request for contractor support for FY 2014. The period of performance is through September 5, 2014.

Background: The Program Operations Staff (POS) office within the Office of Site Remediation Enforcement (OSRE), serves as the primary contact for all Headquarters enforcement activities located in OSRE. OSRE is responsible for developing overall policy, legal and technical guidance for Headquarters and Regional enforcement actions. The Program is designed to respond to the particularly complicated legal, technical and policy problems posed by hazardous waste sites and the multiplicity and inconsistency of legal authorities currently available to deal with these problems.

Under this work assignment, POS tracks, monitors, and assesses the program management costs associated with the technical work assignments. The contractor shall provide the Work Assignment Manager reports in the areas of information management, ad hoc reports, program support, contract management, and contract administration as required through Technical Decision Directives.

This work assignment falls under the General Management Support #3 category of the contract SOW.

WORK ASSIGNMENT TASKS AND DELIVERABLES:

TASK 1: Work Plan:

The contractor shall provide a detailed work plan, staffing plan, and cost proposal at the task level outlining the contractor's approach for accomplishing this work assignment. The work plan shall include the tasks, schedules, and deliverables. The cost estimate shall be at the task level. The contractor shall submit a conflict of interest (COI) notification within 5 calendar days after receipt of this work assignment acknowledging or disavowing the presence of a COI. The contractor shall submit the work plan within 15 calendar days of receipt of this work assignment.

TASK 2: Contract Management:

The contractor shall provide in the monthly progress report a breakout of all copying charges identified by category (i.e., financial status reports, monthly progress reports, correspondence), the number copied, and the cumulative amount. Miscellaneous printing must also be identified. The Contractor shall adhere to the Agency's Printing requirements. All copying costs must be identified in the narrative summary, no costs shall be identified as miscellaneous. If the total number of photocopies for this work assignment exceeds 5,000 copies, the contractor shall identify the photocopying costs by task and deliverable.

The contractor shall identify the amount of time spent on each item identified under the Progress Made this Report Period category of the Progress Report for each person claiming hours on this work assignment. The time increments shall duplicate those charged on the employee's time sheets.

The contractor shall provide ad hoc reports, graphics, conference support, brochures, posters, surveys, facilitators, quick turn around support, and technical assistance to support OSRE. Due to the uncertainty of specific requirements related to deliverables under this task, the EPA WAM will issue technical directives which will describe the deliverable required and the deliverable due dates. The WAM may verbally request the required report. All verbal requests will be followed-up in writing within 5 calendar days of the verbal request. For cost estimation purposes, the WAM anticipates 4 TDDs will be issued during this period of performance.

The contractor shall submit an FY 2014 status report in the monthly progress report. This report shall not report cumulative totals. The report shall identify the work assignment number and title, the approved work plan LOE and dollars during FY 2014, the authorized LOE and dollars during FY 2014, and the invoiced LOE and dollars during FY 2014. Carryover LOE and dollars shall not be reported in this status report.

The contractor shall submit a justification in the narrative portion of the progress report each month that it does not meet the 7% program management target.

Task 3: Brownfields Accounting

The contractor shall maintain an accounting section for all costs associated with Brownfields. The costs shall be reported in the program management narrative section. The costs shall be reported by fiscal year, work assignment, type of work performed, labor categories, and costs. This section shall be an accumulative report that reports both the current and cumulative costs. This section shall be not more than ½ page in length. Please note: this task must be tracked as Brownfields and charged to the Brownfields accounting DCN.

OTHER REQUIREMENTS:

The EPA WAM does not anticipate any long distance travel to occur during this period of performance. The contractor shall notify the EPA WAM when 75% of the work assignment's authorized LOE and/or dollars have been expended.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-01

☐

Other

☒

Amendment Number:

000001

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

Program Management

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

Task 3, General Management Support

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2013 To 09/05/2014

Comments:

This is an administrative amendment to correct line item info in EAS.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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4										
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Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 09/05/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Blum

Branch/Mail Code:

Phone Number 202-564-4283

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA1-02

☐ Other☐ Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

R6 SEMS & SDMS Support

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

#1, #2, #3 & #12

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/10/2013 To 09/05/2014

Comments:

New Work Assignment issuance. Work plan and cost estimate requested.



Superfund

Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2)

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

Contract Period:

09/06/2012 To 09/05/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Nancy Yarberry

Branch/Mail Code:

Phone Number 214-665-6537

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

Contract Number:

EP-W-12-030 OSRE-3

FY: 2014

Work Assignment Number:

WA1-02

Amendment Number:

Original

Work Assignment Title:

Region 6 Superfund Document Management System and
Superfund Enterprise Management System

Work Assignment Manager:

Nancy Yarberry
Region 6

Division Director:

Garrett
Region 6

Performance Standards: Work is to be completed in accordance with the standards set forth in 1552.242-71 and outlined as evaluation criteria on the invoice notification form. The contractor must meet, at the minimum, the excellent criterion for quality of service, cost control, timeliness of performance, and business relations and be evaluated at the exceed expectations level for the period to be considered for continuation of service into Option Period. *H. I. m8*

Quality Standard:

Stephen Keim
Stephen Keim, Quality Assurance Officer

8/26/13
Date

This work assignment does not involve environmental data generation or use.

This work assignment falls under categories #1 (Program Planning), #2 (Program and Information Management Support), #3 (General Management Support), #12 (Records Management)

**REGION 6 SUPERFUND DOCUMENT MANAGEMENT SYSTEMS
AND SUPERFUND ENTERPRISE MANAGEMENT SYSTEM
STATEMENT OF WORK**

I. INTRODUCTION

1. Background

Information management practices in the Region 6 Superfund Program have advanced significantly over the past several years. Information technologies have dramatically affected the manner of ensuring the preservation of records and providing access to it. The IT changes have impacted not only those who prepare and manage the records collections throughout the document life cycle, but also the consumers of the information. The complexity of information presentation, communication, and management technologies continues to progress. The Region 6 Superfund program has invested a great deal of time and resources to implement powerful records management tools to improve organizational productivity, better empower end users, and more readily deliver information for litigation, to the public and to Congress. Good records keeping/management is vital to support not only the daily Removal and Remedial staff, but to ultimately insure Cost Recovery and Enforcement staff can depend on the quality and availability of documents and records available to complete Cost Recovery Actions and Litigation.

What were once locally managed electronic records keeping systems referred to as Superfund Document Management System2 (SDMS2) is now centralized as a national system. As such, the contractor should always be aware of national requirements of the Superfund Enterprise Management System (SEMS) that applies to the regions. This Region also maintained separate instances of the SDMS2 system and uses it for various local records applications. These systems are now referred to as R6 Superfund Information System (R6SIS).

2. Scope

The Contractor shall generally provide Regional application support for the Superfund Program that includes maintenance, troubleshooting and upgrades. The Contractor shall work with the EPA COR to provide technical support when EPA Headquarters releases new versions of software or the region upgrades or changes IT Infrastructure that affects R6SIS. The Regional systems requiring support are written in Java programming language running on an Oracle ORDBMS. Knowledge of Java 6 and Oracle is required. Once tasked by the COR the Contractor shall follow the instructions given by HQ or the local IT Office to install or update/upgrade the Superfund systems. No work will be performed outside of EPA controlled space without the prior knowledge and written authorization of the EPA Client Representative.

4. Restrictions Against Disclosures

All software applications and products delivered under this Task Order for the U.S. Government shall be the sole property of the Government and shall not be repacked, sole or otherwise distributed without the written authorization of the responsible Agency official.

The Contractor shall, in the performance of this task, keep the information furnished in source documents or other media furnished by the government in the strictest confidence. The Contractor shall not publish, reproduce or otherwise divulge such information in whole or in part, in any form or manner. Further, the Contractor shall not authorize or permit others to do so, taking reasonable measures as are necessary to restrict access to such information while in the possession of those employees needing such information to perform the work provided herein. The Contractor shall immediately notify the COR, in writing, in the event that the contractor determines, or has reason to suspect, a breach of these requirements. The Contractor shall have the responsibility for safeguarding the data from being compromised, altered, damaged or lost.

5. Staffing and Equipment

The Contractor shall provide personal computers the assigned staff, and shall be of a brand and configuration that conforms to the EPA Region 6 standard for the 8th floor. As of this date, the configuration is:

Core i5 processor or greater
500 GB Hard Drive
4 GB of Random Access Memory (RAM)
10/100 Ethernet Network Interface Card
Dual or equivalent Graphics Cards with minimum 16 MB video RAM
Combination DVD/CD-ROM drive

6. The Contractor shall provide:

Software applications required to do the work described in this Task Order if not available on the EPA Region 6 network. This means that tools necessary to facilitate XML metatagging, data extraction utilities, Adobe applications to enable converting native formats to PDF and to augment the PDF images, and graphics management applications to work with complex documents, structured vector graphics (SVG) and geographic information systems (GIS), as well as video, both analog and digital.

The Contractor shall provide technical support for its PC hardware, and will conform to all laws, regulations, and Region 6 policies and procedures regarding security, use of the LAN and Agency software/hardware, and the handling and maintenance of Agency records. The Contractor shall provide and maintain its own equipment (hardware), including network interface cards, and any software, applications and utilities that are needed for its internal operations or to accomplish the tasks outlined below, with the exception of that provided by EPA.

The Contractor will shall establish management and information systems technical support for the Task Order. No work will be performed outside of EPA controlled space without the prior knowledge and agreement of the EPA COTR.

The Contractor shall be prepared to rapidly assimilate and incorporate changes in its approaches to the work (including training for same) as new and improved software is introduced, as Agency policy is revised/implemented, and evolving information technology is introduced. In order for electronic records to qualify for certification, regulations stipulate that the process of managing them be documented, reproducible and as consistent as possible.

7. EPA will provide:

EPA will provide the contractor with a designated work area within EPA offices, as well as technical support for the local area network (LAN), network printers. The Agency will install on contractors' computers an Agency ghost containing Agency-standard software and PC/network configurations. EPA will also supply records center-related photocopy equipment and network printers. EPA will provide Structured Query Language (SQL) scripts and custom conversion utilities.

Copies of all SOPs, guidance, documentation, etc. mentioned in the following tasks will be provided to the contractor by the EPA COR.

II LIST OF TASKS

The Contractor will provide the personnel, services, materials and equipment necessary to meet the above stated objective. In implementing the statement of work, the Contractor shall perform the following tasks:

1. Workplan Development

The Contractor shall prepare a Workplan and coordinate with the EPA COR on Workplan development and project planning. This includes the evaluation of the assignment, particular skill assignment of duties and project coordination.

2. Support of SEMS and R6SIS Applications

The task order work includes regional Superfund maintenance and support to systems that include but are not limited to local requirements for SEMS systems and components in cooperation with the National SEMS Manager and supporting local requirements for the R6SIS which contain the Enforcement Modules, and ExpressLink, insure links and information from applications to web pages and URLs are up to date. This includes: monitoring storage capacity (disk space) of drives where information is maintained and inform COR when 75% storage space is reached; working with the EPA COR to provide technical support when EPA Headquarters releases new versions of software or the region upgrades or changes IT Infrastructure that affects R6SIS; establishing new user IDs in local systems after COR provides information; checking links from all applications with changes to web pages and updating as directed by the COR, updating passwords in the OPM, R6SIS Data Upload/Extraction and ExpressLink; installing updates/upgrades to Content Analyst software; act as the regional contact for Ascent Capture installations/upgrades; insuring current updates/upgrades on Superfund Linux server; providing consistent system support to the COR and imaging staff as directed by the COR. The Regional modules include:

- ExpressLink, developed using Lotus Notes Web;

- R6 Superfund Information Systems (R6SIS) which contain the Enforcement Modules:

 - PERL - developed for pre-record Enforcement and litigation records for research by Enforcement users;

 - R6SIS Conceptual Research Module - developed using Content Analyst software;

 - Cost Recovery Package Module – until module becomes part of the national system;

- Katrina database used for Enforcement and FOIA;

- R6SIS modules used for region 6 staging, metadata uploads and metadata extractions.

The contractor should participate in all User Acceptance Testing of new SEMS Releases when directed by the COR.

3. Meetings

The Contractor will meet in EPA offices or conference rooms with the EPA COR, and others, at the COR's discretion to formulate initial plans and goals for proposed deliverable dates of each goal unique to the particular task. The COR is responsible for notifying Contractor of the dates, times and places these meetings will be held.

4. Reports

The Contractor will provide Weekly and Monthly Reports on the progress of all ongoing activities and task progress, including budget and expenditure reports, and ad-hoc reports (as requested). The Contractor shall likewise provide miscellaneous accounting and tracking services to EPA as requested.

In addition, the Contractor shall track the level of effort (LOE) and dollar budget (approved funding and balance) and expenditures (monthly and cumulative costs, expenditure rate, and percent of budget expended) by task. The Report shall also include the estimated funding to complete each task and variance from the approved budget, as well as indicate completed tasks.

III. SCHEDULE OF DELIVERABLES

The Contractor shall perform/submit the following tasks and deliverables at the timeframes established below:

Work Plan (WP)	20 days after award of Work Assignment
Weekly Reports	C.O.B. every Wednesday
Monthly Progress and Financial Report	Monthly
Ad-Hoc Reports	As requested by the EPA COR
Task / Project Completion Report	As required by the EPA COR
75% Notification Letter	When 75% of LOE or dollars have been expended.
90% Notification Letter	When 90% of LOE or dollars have been expended.

IV. PERIOD OF PERFORMANCE

The period of performance (POP) for this Work Assignment is from September 6, 2013 through September 5, 2014.

V. SECTION 508

All electronic and information technology (EIT) procured through this Statement of Work must meet the applicable accessibility standards at 36CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended. The contractor shall indicate for each deliverable in this requirement whether each product/service is compliant or noncompliant with the accessibility standards at 36 CFR 1194. Further, the proposal must indicate where full details or compliance can be found (e.g., vendor's website or other exact location).

December 1, 2011

Attachment to Performance Work Statement

Agency Security Requirements for Contractor Personnel

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**

Contractor employees needing unescorted physical access to a controlled EPA facility¹ for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**

Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved;

¹ A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c. This applies also to incumbent contractors' employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by the EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of the following points:

- When the EPA prescreens the individual's security forms. "Red flag" issues include:
 - Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
 - Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
 - Within the past 5 years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law;
 - Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).
- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA;
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

1) Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

- a) The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.
- b) The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.
- c) The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay

contractor employees' start date. Instructions and the portal link will be provided upon contract award.

- d) EPA will provide the login information for the portal. After submission of the contractor employees' data, the Contracting Officer's Representative (COR) will notify the contractor POC if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

2) Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

- a) Before the contractor employee can begin work on-site at the EPA:
 - i) He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
 - ii) The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
 - iii) The EPA must determine that the fingerprint results are favorable.

Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

3) Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

- a) EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.
- b) Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.
- c) Before beginning work on-site at the EPA, contractor employees who require a new background investigation must:
 - i) Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.
 - ii) For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.
 - iii) Follow all instructions on the form(s), answer all questions fully, and submit signature pages

- as directed by the EPA.
- iv) Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the COR.
 - v) Satisfactorily respond to all questions/information requests arising from the EPA's review of the forms or fingerprint results.
 - vi) Receive favorable fingerprint results.
- d) Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.
- e) At a time and location specified by the EPA, contractor employees must report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.
- f) Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.
- g) A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

4) Ongoing Contractor Security Responsibilities

- a) The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.
- b) The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency:
 - (i) when the badge is no longer needed for contract performance;
 - (ii) upon completion of a contractor employee's employment;
 - (iii) upon contract completion or termination.
- c) These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number WA103			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-12-030		Contract Period 09/06/2012 To 09/05/2014 Base Option Period Number 1				Title of Work Assignment/SF Site Name PRP Search Enhancement			
Contractor DPRA INCORPORATED				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/06/2013 To 09/05/2014			
Comments: New Work Assignment issuance. New work plan and cost estimate requested.									
<input checked="" type="checkbox"/> Superfund Accounting and Appropriations Data <input type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
09/06/2012 To 09/05/2014									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name Nancy Deck						Branch/Mail Code:			
_____ (Signature) (Date)						Phone Number 202-564-6039			
						FAX Number:			
Project Officer Name Lisa Blum						Branch/Mail Code:			
_____ (Signature) (Date)						Phone Number: 202-564-4283			
						FAX Number:			
Other Agency Official Name Tia Gatling						Branch/Mail Code:			
_____ (Signature) (Date)						Phone Number: 202-564-3281			
						FAX Number:			
Contracting Official Name Derek Davis						Branch/Mail Code:			
_____ (Signature) (Date)						Phone Number: 202-564-1074			
						FAX Number:			

07/24/13

STATEMENT OF WORK

[Period of Performance: 9/6/2013 - 09/05/2014]

CONTRACT NO: EP-W-12-030 OSRE -3- DPRA

WORK ASSIGNMENT NO: 3

WORK ASSIGNMENT NAME: PRP Search Enhancement Support

WORK ASSIGNMENT MANAGER (Primary):

Nancy Deck (Primary COR)

Signature:



U.S. EPA

Office of Site Remediation Enforcement

Policy & Program Evaluation Division

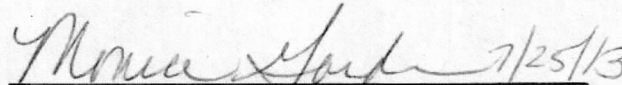
1200 Pennsylvania Ave., N.W. (Mail Code: 2273A)

Washington, D.C. 20460

Phone: (202) 564-6039

Fax: (202) 564-0074

Approved:



Monica Gardner, Director

Policy & Program Evaluation Division

Office of Site Remediation Enforcement

U.S. EPA

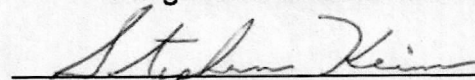
1200 Pennsylvania Ave., N.W. (Mail Code: 2273A)

Washington, D.C. 20460

Phone: (202) 564-6053

Quality Standard: It is not anticipated that the work to be done under this WA will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the generation of a QAPP by the Contractor.

Approved:



Stephen Keim Quality Assurance Coordinator

Policy & Program Evaluation Division

(202) 564-6073

BACKGROUND:

This work assignment falls under the following Technical Requirement categories of OSRE-3 Contract's Scope of Work: #1 (Program Planning/Evaluation and Trend Analysis), #2 (Program and Information Management Support), #3 (General Management Support), #4 (Policy, Regulation, and Guidance Support), #5 (*Training/Conference and Meeting Support*), # 7 (*Cost Recovery & PRP Search Support*), and #8 (General Compliance and Enforcement Support).

The Office of Site Remediation Enforcement (OSRE) initiated efforts in the Fall of 1996 to enhance PRP searches. The PRP Search Enhancement Team (Team) -- a national team comprised of EPA personnel from regional and headquarters offices leads that effort. The Team will continue to pursue its mission of supporting and promoting enhanced PRP searches through FY'14 in much the same capacity as it has in the past.

PURPOSE:

The purpose of this work assignment is to support OSRE's PRP search enhancement efforts. Nancy Deck is the PRP Search Enhancement Team Leader and serves as the Primary EPA COR for this work assignment. The contractor shall work through the EPA COR to coordinate and consult with other Team members and HQ/Regional Contacts.

TASKS AND DELIVERABLES:

Task 1: Work Plan Preparation and Cost Proposal

The contractor shall submit a work plan, staffing plan, and cost proposal at the task level that details the contractor's approach for accomplishing this work assignment. The work plan shall also include a schedule of deliverables and all interim deliverables, quality assurance, subcontractors/consultants, anticipated problems or special requirements, and conflict of interest statements. The contractor shall adhere to relevant clauses of the **OSRE-3 Contract**, as they relate to this WA.

The work plan and cost proposal shall be submitted within 15 calendar days after receipt of this work assignment.

Task 2: General Support Activities

The contractor shall perform a limited number of general support activities, which will include the following types of activities:

The contractor shall attend occasional meetings of the Team, HQ staff, and/or EPA COR concerning PRP search issues relevant under this WA's SOW and tasks. The EPA COR anticipates that most of Task 2's tasking/meetings would take place at HQ. As a general rule this Task would be utilized when OSRE is asked to address priorities that arise which relate to PRP search issues and fall under this WA's SOW. As an example the Team may have to analyze PRP search procedures, and contractor technical support would be used to prepare preliminary analysis, develop reports, and compile documents. This may involve requests from the Inspector General, and/or GAO, to address issues and provide corrective action, and to address Office priorities as identified by the Administrator and OECA's AA.

Task 2 Activities Summary

- Meeting Attendance,
- Recommendations, and Summary Development,
- Visual Aid Development,
- Note Taking

The EPA COR will ensure that the contractor is not present during discussions of enforcement confidential issues. At meetings the contractor shall identify him/herself as a contractor at all times.

It may be necessary for the COR to notify the contractor through a TDD, when Task 2 would be needed.

Task 3: Phasing Out of the Superfund Enforcement Directory (SFED [Limited effort needed for Task 3]

It may be necessary for the Contractor to assist (through the EPA COR) the Team in phasing out the SFED Directory. The Team with the contractor's technical support may also need to consider utilizing some parts of SFED, off-line.

Task 3 Activities Summary

- Phasing Out SFED
- On-line - Can some of SFED be Utilized

Task 4: PRP Search Manual - Keeping Updating the September, 2009 Version

The PRP Search Manual (Manual), was last updated in September, 2009 and distributed to all Regions and to our State counterparts and other federal agencies, as requested. The PRP Search Manual, is available on-line (through the "internet").

The Contractor is to provide technical support to and with the COR for researching, and reviewing, current Program priorities, statute and guidance changes that have occurred since September, 2009. The contractor shall work with the COR and the Team to determine what qualifies as an update, and how best to modify the Manual and the on-line versions of the document. New Measures and Policy may need to be included.

The contractor would edit, assemble, and distribute the hard copies, and on-line updates, as directed by the COR. Hard copies are to be mailed and distributed by the contractor, and a CD shall be provided to the COR for the on-line version. [Hard copies should be limited unless extensive updates are required.]

- The Contractor shall assist the EPA COR by assuring all references, statutes, laws and guidance are current, and provide editorial and technical review with the policy and/or other approved Agency revisions.
- The contractor shall reproduce,

Task 4 PRP Search Manual

- New Measure/Policy Incorporated
- Review, and Research
- Edit Manual
- Distribute Hard Copies
- Assist with On-Line Support

within the contract guidelines, and provide the necessary materials to update the hard cover Manuals; and determine if notebooks, indexes, dividers, and other necessary materials for hard copy distribution are needed.

- The Contractor shall assist in the distribution of the Manuals after they are reproduced and assembled and assist with the coordination of the distribution list of contacts to assure that the person, address, and other info is current.
- It may be necessary to assist EPA with on-line technical support (coordinating through the OSRE Web Master) for the Manual, and with any revisions to the Manual's on-line format and "internet" capability.

Task 5: National PRP Search Enhancement Conference Support - [Support would begin around August, 2013]. The majority of the Task 5 activities would take place early in FY '14. [It should be noted that this Task area may change or be modified based on Agency policy regarding meetings/conferences/training and travel].

The Team sponsors the National "Training Conference on PRP Search Enhancement", (Conference"). The Conference is structured as a combined conference/workshop/training -- consisting of information-sharing sessions, training, panel discussions, breakout sessions, case studies, etc. The Conference generally takes place every other year and is scheduled for Spring or Summer of 2014.

The primary audience for the Conference is EPA's regional PRP search staff, States, Tribes, and other Federal agencies which perform PRP search activities. General participation is usually 100 to 110 participants.

The Contractor shall support the Team through the following activities, as defined in the SOW, and as directed by the COR, with the focus identified in the bulleted list. The COR will advise the contractor when tasking is to begin.

The contractor shall abide by the contract requirements in the OSRE-3 Contract in providing support under this task. Upon EPA selection of the Conference facility, the contractor shall consult with the EPA COR to determine the exact nature and timing of contractor support activities required under this task. The EPA COR anticipates that the contractor may be required to attend approximately eight (8) meetings with the EPA COR (at HQ) and other Team members to identify Conference planning and implementation activities.

In providing Conference planning support, the contractor shall:

assist the COR, if needed, with logistical arrangements for locating and working with the conference host facility

assist with any arrangements that may be needed for special needs participants

assess preliminary Conference agenda and schedule options and

prepare a Conference Planning and Implementation Checklist

The contractor shall perform the following **registration activities**:

assist the EPA COR in maintaining an up-to-date roster of Conference participants, to include e-mail addresses and phone numbers, on a weekly basis

The contractor shall assist the EPA COR in compiling, organizing, assembling and delivering the following **Conference materials**:

- Conference Welcome Package
- Conference Participant Notebook (to include Basic Training Notebooks, if this is to take place in addition to the Conference Notebooks)
- Speaker Presentations (PowerPoint, overheads, etc.)

Task 5 Activities Summary

Approximate Beginning Support August, 2013 - Phase 1

- Conference Planning Support
- Facility Search-Coordination
- Topics and Agenda Support

Phase 2 - September 2013 through to Conference June 2014 and Follow-up

- Set-Up On-Line Registration
- Coord. & Procure Conf. Material
- Speaker Coord. and Support
- Conf. Notebooks & Material Prep.
- Shipping Materials to Host Hotel
- Registr., Note Taking & On Site Support
- Scoring Participants Evaluations
- Prepare Conf. Session Summaries
- Follow-up On Action Items

Conference Welcome Package:

The Conference Welcome Package shall contain a small number of documents such as agenda, speaker list, local attractions and restaurants, other logistics information, blank paper for notes, etc. The contractor shall duplicate and assemble materials comprising the Welcome Package and, upon approval by the EPA COR, ship the materials to the Conference facility. The EPA COR anticipates the need for approximately 100 to 120 Conference Welcome Packages.

Conference Participant Notebook:

Materials in the Conference Participant Notebook may include:

- - fact sheets, checklists and summaries developed by the Team;
- - OSRE policy and guidance documents
- - presentations (PowerPoint, overheads, handouts, etc.)
- - miscellaneous samples, models, summaries, etc. from Regional offices
- - speakers/facility evaluation form

The EPA COR will provide Notebook materials to the contractor for assembly and duplication no later than 30 days prior to the Conference. Upon receipt of Notebook materials, the contractor shall duplicate and assemble the Notebooks. The EPA COR anticipates the need for approximately 120 Conference Participant Notebooks. The contractor shall adhere to the printing clause of the OSRE3 contract.

The contractor shall provide all materials required to assemble the Notebooks (e.g., Notebook binders, dividers, tabs, etc. (After the EPA COR does a cost comparison of the needed material and EPA availability/cost). The contractor shall ship all materials to the Conference facility for arrival no later than two work days prior to the Conference. The contractor shall coordinate materials storage needs, arrival date and other details with the EPA COR and the staff of the facility in advance of materials shipment. The contractor shall ship with assistance from the EPA COR any unused materials back to the EPA COR within one day after conclusion of the Conference.

Speakers (Presenters) and Agenda Coordination

- Conference calls with presenters may be necessary to coordinate on various issues, such as agenda issues, presentation sequence, logistics, technical support needs, etc.

The contractor shall assist the EPA COR with speaker preparation and coordination activities. Such activities may include the following:

- distribution of conference call agendas and logistics information to speakers
- identification of speaker presentation and equipment needs

The EPA COR anticipates the need for approximately three (3) presenter coordination calls prior to the Conference.

Facility Preparation and Assistance During the Conference

- The contractor shall assist the EPA COR with facility preparation activities such as:
 - room set-up
 - A/V set-up
 - identification of Conference facility security/safety requirements
 - identification of Conference facility staff support

The contractor shall arrive at the Conference facility well in advance of the Conference to assist the EPA COR in final preparation and material organization.

During the Conference, the contractor shall assist with registration, participant and speaker coordination, and assistance with on-line demonstrations (e.g., Superfund Enforcement Directory, Internet searches, PRP Search Guidance Manual, etc.). Equipment in support of on-line demonstrations will be provided by the EPA COR.

The contractor shall attend the Conference in its entirety -- taking notes of significant issues, comments and questions; assisting with hand-outs; collecting speaker papers and presentations; and assisting with general Conference logistics activities. The Contractor will also assure that any material handed out at the Conference, not already provided in the Conference Notebooks, will be collected and become part of the materials to be included in the Conference summaries. The EPA COR anticipates the need for two contractor representatives to be present during all portions of the Conference.

Post Conference Assistance

The contractor shall assist the COR in coordinating with the participants who have requested that their Conference Notebooks and related material be sent back to their offices. Generally, Fed-X and or UPS are the companies used. The COR and the contractor acquire the boxes and labels prior to the last day of the Conference. Participants have been informed that they must bring their office account number and they will fill out their mailing label to assure correct destination. The COR and/or the contractor make arrangements for the packages to be picked up. Should the COR or contractor not be present at the time the materials are picked up by Fed-X, the COR or contractor would then get confirmation from the meeting facility that this has taken place.

At the conclusion of the Conference, the contractor shall collect completed Conference Evaluation Forms from Conference participants. The contractor shall review the Conference Evaluation Forms, tabulate numerical ratings, summarize narrative comments, analyze for trends, and list specific questions and suggestions, where appropriate. Within 30 days following the conclusion of the Conference, the contractor shall submit to the EPA COR a Conference Evaluation Report which includes contractor observations of the Conference, contractor suggestions and recommendations for future PRP search conferences, conclusions from contractor evaluation of Conference Evaluation Forms, and the original Conference Evaluation Forms attached.

Within 60 days following the conclusion of the Conference, the contractor shall submit a draft summary report of all sessions presented. After the session presenters review the draft, the EPA COR will provide the contractor with comments received and the contractor shall make any necessary changes and finalize the session summary report. The final version should be in a PDF (or a compatible format) file and given to the EPA COR within 15 days for the COR to provide electronically to the Conference participants.

The contractor shall also assist the EPA COR, if necessary, with requests for any additional notebooks or other conference material requested by those who could not attend the conference, or participants wanting extra copies for regional use.

Task 6: Basic PRP Search Training Module

[Note: Most of the below task areas are anticipated to take place. What may need adjusting is how/where the training is presented and how often, due to budget restraints.

The Work Group, comprised of several Team members and other subject matter experts (SMEs) is in the process of developing a Basic PRP Search Training Module Course, (Course), for HQ, Regions, State and other Federal agency persons whose work area involves

Task 6: Basic PRP Search Training Module

- Assist in the Coordination and Development of the Basic Training
- Assist On-site and On Conference Calls With Note Taking and Other Logistics
- Assist in Scheduling the Trainings
- Assist in Procuring the Materials and In the Preparation of the Manual
- Assist In Setting Up On-line Registration
- The contractor may Be Needed On-site to assist with the Training
- Follow-up With Training Summaries, Evaluation Scoring, and Any Action Items Resulting From the Training
- Keep Apprised of Statutes, Cases, and Any Guidance That Occurs Between Training - for Updating and Keeping Current

enforcement, and PRP search processes, which pertains to enforcement and compliance under CERCLA

The contractor shall assist the Team and the COR with the following task areas:

- Coordination with the PRP Search Enhancement Team, and other subject matter experts (SMEs) in the development of the Course, in-person and via conference calls
- Review any in-house and Regional training on PRP searches that may have been previously developed, and the Basic Training Courses held at past National Training Conferences on PRP Search Enhancement
- Prepare action items and a time-line for the process
- Assist the work group in researching, editing and formulating the subject areas
- On-site support for any work group meetings held at HQ, or a Regional Office, this would also apply to conference calls, for note taking, logistical support and tracking action items
- Coordinate and procure materials for the Basic Training Manuals
- Prepare the Basic Training Manual to include participant and speaker rosters, evaluation forms, and any other necessary material, information needed in the Training Notebooks
- Assist in setting up on-line registration
- Assist with preparation and scheduling for specific Training, whether video conferencing, or locations might be - Regional, HQ, State, and other Federal agencies
- Assist with arrangements that may be needed for any special needs participants
- Coordinate the training material, and any shipping of the materials to the Training locations, and/or materials sent in advance to participants
- May be necessary for contractor support on-site (video-conferencing or otherwise) for the Training at particular locations for, logistical support, note taking and registration
- Assist in an analysis to identify options for providing the training, i.e., satellite hookup, videos (interactive, or the latest technologies), webinars, video

conferencing, for whichever medium is determined to present the Training ---- the contractor would assist in the preparation for that project

- Attend meetings with the COR, for meetings with EPA's Multi-Media office, or other HQ offices in assessing the media to use for this Training.
- Assist in the scoring of the participants evaluation forms
- Prepare a summary report of each Training to be distributed to all attendees, within 60 days of the Training completion
- Analyze any feedback received from the evaluation forms, verbally or e-mail and discuss with the Work Group in order to make improvements prior to the next scheduled training
- Follow up on any action items, and/or inquiries that may result from the training and identify those issues through the COR to the Work Group
- Keep track of any new guidance/cases, and procedures that may affect PRP searches in order to keep the Training updated, current and relevant.

OTHER REQUIREMENTS: The contractor shall notify the EPA COR when 75% of the work assignment's authorized LOE and/or dollars have been expended.



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

WA103

☐ Other

☒ Amendment Number:

000001

Contract Number
EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 1

PRP Search Enhancement

Contractor
DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

Purpose:
☐ Work Assignment
☒ Work Assignment Amendment
☐ Work Plan Approval

☐ Work Assignment Close-Out
☐ Incremental Funding

Period of Performance

From 09/06/2013 To 09/05/2014

Comments:

Amended Statement Of Work. Revised Work Plan and Cost Estimate requested.

☒ Superfund

Accounting and Appropriations Data

☐ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2)

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:
09/06/2012 To 09/05/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Nancy Deck

Branch/Mail Code:

Phone Number 202-564-6039

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA1-04

☐

Other

☐

Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

Policy & Program Eval Support

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

1, 2, 3, 8

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2013 To 09/05/2014

Comments:

New Work Assignment issuance. New work plan and cost estimate requested.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

09/06/2012 To 09/05/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Mary Bell

Branch/Mail Code:

Phone Number 202-564-2256

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

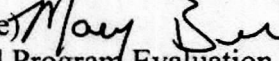
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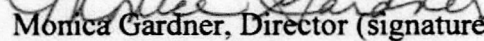
CONTRACT NO: EP-W-12-030 OSRE-3--DPRA

WORK ASSIGNMENT NO: WA1-04

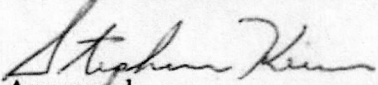
WORK ASSIGNMENT NAME: Policy and Program Evaluation Support
on Enforcement Related Issues; &
CERCLIS and Enforcement Report Support

PERIOD OF PERFORMANCE: Date of issuance until September 5, 2014

WORK ASSIGNMENT MANAGER: Mary Bell (signature) 
AR6233, Policy and Program Evaluation
Division, MC 2273-A, 202.564.2256

DIVISION DIRECTOR: 
Monica Gardner, Director (signature)
AR5216, Policy and Program Evaluation
Division, MC 2273-A, 202.564.6266

QUALITY STANDARD: This work assignment will involve the
generation or use of environmental data.
Consequently, the Contractor will be
required to submit a Quality Assurance
Project Plan (QAPP) to EPA.

 7/22/13
Approved Date

Steve Keim, Quality Assurance Coordinator
Office of Site Remediation Enforcement,
Policy and Program Evaluation Division
202.564.6073

BACKGROUND

The Office of Site Remediation Enforcement (OSRE) is responsible for implementation of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) enforcement and the Resource Conservation and Recovery Act (RCRA) Corrective Action enforcement programs. The Program Evaluation & Coordination Branch (PECB) within OSRE is responsible for overseeing the enforcement programs, as well as information management. OSRE utilizes contractor support to obtain analytical and technical services to support efforts to plan, implement and evaluate programs, strategies, guidance and regulations pertaining to EPA enforcement activities under Superfund and RCRA Corrective Action.

PURPOSE

The purpose of this Statement of Work is to obtain assistance in evaluating nationwide implementation strategies, and to monitor regional and state cleanup activities. The assistance will include, but is not limited to, analytical and technical support necessary for EPA to make informed policy and program decisions related to enforcement issues.

In addition, this SOW will also support the national Superfund enforcement program's information management requirements, including the maintenance, development and implementation of CERCLIS/SEMS enforcement reports.

DPRA will have **NO** input in making policy decisions and will be strictly employed in gathering, analyzing, preparing and summarizing data, as well as providing technical and management support.

This work assignment falls under the OSRE-3 contract in Task Areas One, Program Planning/Evaluation and Trend Analysis; Two, Program and Information Management Support; Three, General Management Support; and Eight, General Compliance and Enforcement Support. Specific tasks to be performed by the contractor are identified below.

TASKS AND DELIVERABLES

Task 1: Work Plan Development

The contractor shall prepare a work plan, in accordance with the provisions of the Statement of Work, which describes how all phases of the work will be carried out, including a brief description of each phase, the approach for completing each phase, milestones, reports and deliverables, potential problem areas and any assumptions that must be made. The work plan shall also include a detailed budget including a breakout of direct labor hours and other direct costs. Contractor cost estimates must always be at the task level. The contractor shall deliver the work plan and cost proposal to the EPA COR within 15 calendar days of receipt of this work assignment.

Task 2: Superfund Enforcement and Information Management Support

The contractor shall provide support for EPA's effective implementation of the Superfund and RCRA Corrective Action programs. The contractor shall conduct retrieval, integration and summarization of data from information systems such as CERCLIS/SEMS, RCRAInfo, ICIS, and COMPASS as well as other Agency and external data bases to assess the programmatic impacts of various Superfund policies which are related to or affect the enforcement program. The results of the queries shall be used to perform analyses for EPA's use in evaluating the enforcement programs, develop regional statute of limitation targets for past costs, respond to FOIA requests, and to inform stakeholders of the progress of the enforcement programs as well as of the impacts associated with various enforcement policies. When necessary and at the CORs request, the contractor shall make available various CERCLIS/SEMS enforcement data in MS Excel / MS Access format, for example, PRP and financial assurance data.

The COR shall prepare a Technical Direction Document (TDD) for each data retrieval and analysis request. The COR shall verbally request the retrievals and analysis and follow up with a written TDD within five working days of the original verbal request. **Approximately 18 TDDs are expected under this task.**

Deliverable Due Date: Each TDD will specify the deliverable due date.

Task 3: Enforcement Report Support

The contractor shall provide support for the maintenance, development, and implementation of all CERCLIS/SEMS based enforcement reports for the national Superfund enforcement program.

- Maintain Existing CERCLIS/SEMS Based Enforcement/SCAP/ReportLink Reports

Working with the EPA COR, the contractor shall provide technical support and advice for all existing CERCLIS/SEMS based Enforcement/SCAP/ReportLink reports. The contractor shall ensure that all existing reports are maintained and compatible with the latest CERCLIS/SEMS system and software. The contractor shall ensure that reports have the correct select logic, fiscal year, calculations, formats, and sorts. Changes and updates to existing CERCLIS/SEMS based enforcement reports may include any modifications deemed necessary by the EPA COR for Superfund enforcement reporting and analytical purposes. The contractor shall make any necessary changes to the report specifications, select logic, parameters, summary tables and report format specified by the EPA COR. All updates and changes will be coordinated with the EPA COR.

- Develop New CERCLIS/SEMS Based Enforcement/ReportLink Reports

Based on new Superfund enforcement program priorities (e.g., Special Accounts,

Compliance Monitoring), the contractor shall produce new CERCLIS/SEMS based Enforcement/ReportLink reports as needed at the direction of the EPA COR. The contractor shall prepare report specifications, select logic, and reporting parameters in a format specified by the EPA COR. The contractor shall follow all established programming and format procedures based on CERCLIS/SEMS reporting standards. Prior to the delivery of each new report, the contractor shall test reports for proper operation, correct format, specifications, select logic, calculations, and sorts. The contractor shall promptly resolve quality assurance issues and inform EPA COR of any QA issues and resolution. The contractor shall document specifications, select logic and complete written documentation as required for CERCLIS/SEMS program reports. The contractor shall document and log all specification changes for each report.

Tasks and deliverables shall be specified through verbal requests followed by written Technical Direction Document (TDDs) by the COR. The contractor shall not initiate any work until the COR makes a verbal request. A TDD specifying requirements, formats, deliverable, and approximate labor hours shall follow from the COR within five (5) working days.

Deliverable Due Date: Each TDD will specify the deliverable due date.

Approximately 4 TDDs are expected under this task.

Technical Direction

The COR is authorized to provide technical direction, which assists the contractor in accomplishing the statement of work and provides comments on and approval of reports or other deliverables. Technical direction must be within the contract and work assignment statement of work. The project officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes an additional work outside the scope of the contract or work assignment; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract or work assignment; (4) alters the period of performance; or (5) changes any of the other express terms or conditions of the contract or work assignment. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. **One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Project Officer.**

Contractor Responsibilities and Qualifications

The contractor shall select properly trained staff for this work assignment with working knowledge of the CERCLA and RCRA Corrective Action statutes and current program implementation practices. The staff shall be proficient in CERCLIS/SEMS and have a working knowledge of information systems such as RCRAInfo and COMPASS. The staff shall also have sufficient data processing skill to manipulate complex transactional databases.

The contractor shall conduct retrieval, integration, summarization, and analysis of data from the aforementioned information systems in order to assess the programmatic and resources impact of policies which are related to or affect the national Superfund enforcement program. In addition, the contractor shall provide graphic support as needed as well as provide support for the maintenance and development of all CERCLIS/SEMS based enforcement reports.

The contractor shall be required to submit to the COR monthly progress reports which describe work completed each month, the hours expended on each TDD, the person(s) who performed the work, whether the work is on schedule and, if not, planned corrective measures to get back on schedule; and set forth the specific work anticipated in the next month.

Level of Effort

The contractor shall not exceed the estimated LOE and dollar amount in the final approved work plan, or in cases of incremental finding, the amount of LOE/\$ on the latest amendment to the work assignment. Any increase must be through a formal work assignment amendment. The contractor shall notify the COR and Project Officer when 75% of the LOE and/or funding has been expended.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA1-04

☐ Other☒ Amendment Number:

000001

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

Policy and Program Evaluation

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

1, 2, 3 & 8

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2013 To 09/05/2014

Comments:

The purpose of this amendment is to add Alice Ludington as the alternate COR for Work Assignment 1-04.

☒ Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 09/05/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Mary Bell

Branch/Mail Code:

Phone Number 202-564-2256

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Nadia Velasco

Branch/Mail Code:

Phone Number: 202-564-5659

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA1-05

☐

Other

☐

Amendment Number.

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

QMP Implementation Support

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

OSRE-3 SOW Task Areas 1, 2, and 5

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2013 To 09/05/2014

Comments:

New work assignment issuance. New work plan and cost estimate requested.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

09/06/2012 To 09/05/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Stephen Keim

Branch/Mail Code:

Phone Number 202-564-6073

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK

CONTRACT NO.: EP-W-12-030; OSRE-3

WORK ASSIGNMENT NO.: WA1-05

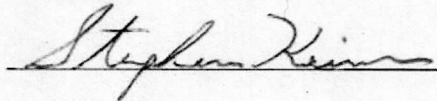
WORK ASSIGNMENT NAME: OSRE Quality Management Plan Implementation Support

PERIOD OF PERFORMANCE: September 6, 2013, to September 5, 2014

WORK ASSIGNMENT MANAGER: Stephen Keim
Policy & Program Evaluation Division
Ariel Rios South, Room 6233H, MC 2273A
(202) 564-6073

Approved:

Date:



7/23/13

DIVISION DIRECTOR:

Monica Gardner, Director
Policy & Program Evaluation Division
Ariel Rios South, Room 5216, MC 2273A
(202) 564-5100

Approved:

Date:

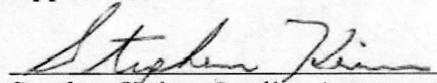


7/25/13

QUALITY ASSURANCE STANDARD: It is not anticipated the work to be done under this work assignment will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the Contractor to submit a Quality Assurance Project Plan (QAPP).

Approved:

Date:



7/23/13

Stephen Keim, Quality Assurance Coordinator
Office of Site Remediation Enforcement
Ariel Rios South, Room 6233H, MC 2273A
(202) 564-6073

BACKGROUND

EPA's Office of Environmental Information (OEI) is in charge of ensuring that all EPA offices produce products and use environmental data that are of the highest possible quality. EPA's *Policy and Program Requirements for the Mandatory Agency-Wide Quality System* (CIO 2105.0, 2000) requires all EPA offices to have an OEI-approved Quality Management Plan (QMP). OSRE's first QMP was filed and approved in 1996. QMPs must be revised at least once every five years. OSRE's current QMP was approved by the OEI Quality Staff in July 2013 and is valid until July 2018. The QMP includes provisions consistent with EPA's *Information Quality Guidelines* (2002), which require EPA offices to have pre-dissemination review procedures in place to assure the quality of information products that will be available to the public. In the first quarter of the fiscal year, each EPA office is also required to submit a Quality Assurance Annual Report and Work Plan (QAARWP), which summarizes quality program activities for the last fiscal year and describes planned activities for the current fiscal year.

Approximately every three years, the OEI Quality Staff performs a Quality System Assessment (QSA) of each EPA office's quality system. During a QSA, the Quality Staff reviews the office's QMP and evaluates how it is being implemented. The last QSA of OSRE's quality system was conducted in September 2011. OSRE requires contractor support to assist in implementing the OSRE QMP and complying with the quality system requirements contained in CIO 2105.0, the *Information Quality Guidelines*, and new EPA quality standards that OEI intends to finalize in FY 2014.

PURPOSE

This Statement of Work details the support OSRE will require in implementing its Quality Management Plan during the period from September 6, 2013, through September 5, 2014. The work to be performed under this work assignment falls under the following OSRE-3 contract task areas: 1 (Program Planning/Evaluation and Trend Analysis); 2 (Program and Information Management Support); and 5 (Training/Conference and Meeting Support).

Task 1 – Work Plan and Cost Proposal

The contractor shall submit a work plan, staffing plan, and cost proposal at the task level in accordance with the Statement of Work. The work plan shall address all the assigned tasks, as well as required reports and deliverable schedules required for accomplishing the work assignment. In addition, work assignment monitoring, quality assurance, and management activities, including the preparation of monthly progress reports and periodic telephone conferences, will be conducted under Task 1.

The contractor shall submit a conflict of interest (COI) notification within five calendar days after receipt of this work assignment acknowledging or disavowing the presence of a COI. The contractor shall deliver the work plan and cost proposal to the EPA Contracting Officer's Representative (COR) within 15 calendar days of the receipt of this work assignment.

Task 2 – Maintain and Update OSRE’s Quality Management Plan

OSRE’s current QMP was approved by the OEI Quality Staff in July 2013. QMPs must be revised at least once every five years and also when there are major changes that affect the quality system. The contractor shall continue to provide technical support to the EPA COR in evaluating whether the QMP will need to be revised to comply with the new EPA quality standard when it is finalized or other EPA QA requirements and updating the QMP as needed. Additionally, the contractor shall review the activities described in the Quality Assurance Annual Report and Work Plan (QAARWP – see Task 6) to ensure both that the QAARWP is consistent with the QMP and that the QMP reflects the full scope of activities included in the QAARWP.

Task 3 – Support Development of Internal OSRE Quality Assurance Guidance

All EPA organizations are required to establish and document internal quality assurance guidelines governing planning, project implementation, and organizational evaluation. OSRE complies with EPA-wide quality system requirements by tailoring general standards and processes to meet OSRE’s quality assurance needs, most notably the need for enforcement data of sufficient quality to support OSRE’s site remediation enforcement program.

The contractor shall provide technical support to the EPA COR in developing and updating OSRE internal quality assurance guidance that is consistent with EPA-wide requirements and guidance while also meeting OSRE’s program needs. The EPA COR will determine which guidance documents will be developed or updated. The contractor shall work with OSRE staff as directed by the EPA COR to determine how to tailor EPA-wide guidance, and particularly the updated quality standard, QMP guidance, and Quality Assurance Project Plan (QAPP) guidance (which the Quality Staff expects to issue in FY 2014) to OSRE’s needs. Based on guidance from the EPA COR, the contractor shall provide support to OSRE in its development of internal guidance drafts. The EPA COR will review each draft guidance document and make suggestions for the revision of the document. The contractor shall provide support to OSRE in its development of final guidance documents by incorporating EPA comments within 15 days of receiving the comments from the EPA COR.

Task 4 – Required OSRE Quality Assurance Program Activities

The contractor shall provide technical support to the EPA COR in the execution of required quality assurance program activities. This support will include attending internal QA meetings and taking minutes, preparing quality-related briefing materials, analyzing enforcement data to determine its adequacy for use in OSRE products and policies, supporting the development of QAPPs, developing required contractor QAPPs, and supporting the development, updating, and presentation of OSRE training materials, including updating OSRE’s computer-based quality system training. Support under this task will also include analysis and documentation required to integrate EPA’s updated quality standard, QMP guidance, and QAPP guidance (which the Quality Staff expects to issue in FY 2014) into OSRE’s existing quality system. Support under this task will also include any analysis and documentation required to comply with EPA’s *Information Quality Guidelines*. Additionally, the contractor shall, when directed by the EPA COR, send a representative to selected quality assurance training sessions offered by EPA in or

around Washington, DC. The purpose of the contractor's attendance shall be to supplement the attendance of the EPA COR and provide coverage when concurrent conference sessions may be relevant to OSRE's quality management program. Contractor employees must clearly identify themselves as such in all activities in which they participate.

Task 5 – Quality Assessments and Program Evaluation

EPA policy and OSRE's QMP require OSRE to periodically evaluate the implementation of elements of the OSRE quality system. In addition, the OEI Quality Staff periodically conducts Quality System Assessments (QSAs) of all EPA organizations. The OEI Quality Staff's most recent QSA of OSRE's quality system was conducted in September 2011. The Quality Staff has not yet announced whether it will conduct a QSA of OSRE's quality system in FY 2014. OSRE is also required to annually assess the state of its quality system, which can be accomplished with a full internal QSA or a more limited assessment. The contractor shall provide technical support to the EPA COR for QSAs and other quality assessments. This support will include assistance in the development of QA review procedures to be used in quality assessments of office processes, attending workgroup meetings and taking minutes, preparing briefing materials on assessment and evaluation processes, and interviewing OSRE personnel in order to collect information on OSRE QA activities. Contractor employees must clearly identify themselves as such in all activities in which they participate.

Task 6 – Quality Assurance Annual Report and Work Plan

EPA's quality system policy requires that each EPA organization subject to a QMP file a QAARWP each year. The FY 2013/2014 QAARWP is expected to be due on December 31, 2013 (the due date is announced in a QAARWP "call letter" from OEI, which is expected in October 2013). The contractor shall provide technical support to the EPA COR in drafting and submitting OSRE's QAARWP. This support will include compiling information on QA activities performed by OSRE in the past year, projecting upcoming fiscal year QA activities based on the EPA COR's input, preparing a draft report consistent with OEI guidance, and implementing any edits directed by the EPA COR.

OTHER REQUIREMENTS: The contractor shall notify the EPA COR when 75% of the work assignment's authorized LOE and/or dollars have been expended. The EPA COR does not anticipate any long distance travel events will occur during this period of performance.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA1-06

☐

Other

☐

Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

SUPERFUND eFacts: Reporting Su

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

Task 2

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 11/04/2013 To 09/05/2014

Comments:

New work assignment issuance. New work plan and cost estimate requested.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 09/05/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Eric French

Branch/Mail Code:

Phone Number 202-564-0051

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK

CONTRACT NO:

EP-W-12-030 OSRE-3 – DPRA
Cost Reimbursement Term Form

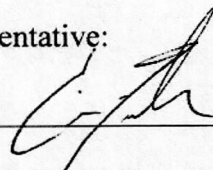
Period of Performance: 9/6/13 to 9/5/14

WORK ASSIGNMENT NO: 6

WORK ASSIGNMENT NAME:

SUPERFUND eFacts: Reporting Support


Contracting Officer's Representative:

Eric French, Program Evaluation & Coordination Branch
Office of Site Remediation Enforcement
1200 Pennsylvania Avenue, NW, 2273A
Washington, DC 20460
(202) 564-0051

Alternate Contracting Officer's Representative:

Alice Ludington, 202-564-6066

DIVISION DIRECTOR:

Monica Gardner,  7/25/13

Policy & Program Evaluation Division, 2273-A, Tel. 202-564-6053

BACKGROUND:

This work assignment falls under the OSRE- 3, Scope of Work, II, Technical Requirements, Section 2, Program and Information Management Support, categories a, b, c, d, e, f, j. The Program Evaluation & Coordination Branch (PECB), Office of Site Remediation Enforcement, is

responsible for developing strategies, priorities, plans, guidance, and program measurements for the Superfund enforcement program. PECB oversees the program and information management of the Superfund enforcement program by working closely with the Regions, and other Headquarters offices. The Branch responds to great variety of information requests ranging from management within EPA, OECA, & OSRE, to Congress and the general public.

PURPOSE:

The general purpose of this work assignment is to provide support for the maintenance, development, and implementation of CERCLIS based SF eFacts reports for the national Superfund enforcement program. These reports use CERCLIS as their primary data source.

Tasks and deliverables shall be specified through verbal requests followed by written Technical Direction Documents (TDDs). The contractor shall not initiate any work until the COR makes a verbal request. A TDD specifying requirements, formats, deliverables, and approximate labor hours; should follow from the COR within five (5) working days.

TASKS AND DELIVERABLES:

Task 1: Work Plan Preparation and Cost Proposal

The contractor shall submit a work plan, staffing plan, and cost proposal at the task level that details the contractor's approach for accomplishing the work assignment. The work plan shall also include a schedule of deliverables and all interim deliverables, quality assurance, subcontractors/consultants, anticipated problems or special requirements, and conflict of interest statements.

The work plan and cost proposal shall be submitted within 15 calendar days after receipt of this work assignment.

Task 2: Superfund (SF) eFacts Reporting and Support

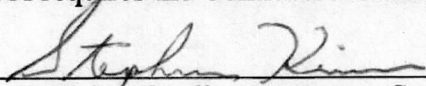
- At the direction of the EPA COR, the contractor shall: maintain, program, test, and produce in eFacts any needed enforcement reporting charts, tables, reports, graphs, or other eFacts depictions of enforcement data.
- Data sources will include, but not be strictly limited to: CERCLIS, IFMS (COMPASS), FDW, ICIS, and ICTS.
- The contractor shall ensure the accurate specifications, select logic, programming and representation of enforcement data in the SF eFacts system.
- At the direction of the EPA COR the contractor shall maintain existing SF eFacts reports and develop new reports/charts as needed (e.g., Special Account reports).
- The contractor shall ensure that the enforcement information represented in SF eFacts correctly reflects source databases such as CERCLIS, IFMS (COMPASS), FDW, ICIS, and ICTS. Working with the EPA COR, the contractor offer suggestions, on different ways of representing enforcement information in the SF eFacts system. If suggestions are approved by the EPA COR, the contractor shall implement those suggestions.

- Report Testing: Prior to the delivery of each (new) report, the contractor shall test reports for the following:
 - proper operation and correct format.
 - proper specifications and code, and correct select logic.
 - correct reporting calculations, sorts, and breakouts.
 - promptly resolve quality assurance issues.
 - ensure that EPA COR is informed of any QA issues and resolution.
- Report Documentation: The contractor shall document the specifications, select logic, and complete written documentation as required for CERCLIS program reports. The contractor shall document and log all specification changes for each report.

SPECIAL REQUIREMENTS:

Quality Standard: This work assignment will involve the generation or use of environmental data. Consequently, EPA requires the Contractor to submit a Quality Assurance Project Plan (QAPP).

Approved:


Steve Keim, Quality Assurance Coordinator

7/25/13
Date

Office of Site Remediation Enforcement
Policy and Program Evaluation Division 202-564-6073

Printing Requirements (Clause H.4(d)(2)(3)(4)) – Permitted Contractor Activities

The contractor may perform a requirement involving the duplication of less than 5,000 copies of only one page, or less than 25,000 copies of multiple pages in the aggregate, using one color (black), so long as such pages do not exceed the maximum image size of 10 3/4 by 14 1/4 inches or 11 by 17 paper stock. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. The contractor may perform a requirement involving the multi-color duplication of no more than 100 pages in the aggregate using color copier technology, so long as such pages do not exceed the maximum image size of 10 3/4 by 14 1/4 inches, or 11 by 17 paper stock. The contractor may perform the duplication of no more than a total of 100 diskettes or CD-ROMs.

Expertise:

It is anticipated that task 2 (above) requires the services of a person proficient in using CERCLIS. The Agency may request resumes when special requirements are noted.

Identification of Contractor Personnel:

All contractor, subcontractor, and consultant personnel shall wear prominently displayed identification badges at all times when performing tasks under this contract and when interacting with EPA officials, federal agencies, state, tribal, and local governments, business, industry and the general public. When participating in any event and/or discussion, contractor staff shall

being EPA employees or officials.

Government Property:

All analysis performed, software, programs, databases, and documents prepared under this work assignment, and any disks containing information used to complete this work assignment are the property of the U.S. EPA and may not be released to the public or used for other work assignments or projects without the written authorization of the EPA.

Contract Management:

The contractor shall not exceed the estimated LOE and dollar amount in the final approved work plan, or in cases of incremental funding, the amount of LOE and /or dollars authorized on the work assignment. Any increase must be through a formal work assignment.

The contractor shall immediately notify the EPA COR and Project Officer when 75% of the contractor's authorized funding level has been expended and shall indicate what remaining requirements can be completed and by what date.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-07

☐

Other

☐

Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

OSRE Web Support Services

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

SOW, II, Technical Requirements, Section 2

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/10/2013 To 09/05/2014

Comments:

New work assignment issuance. Work plan and cost estimate requested.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

09/06/2012 To 09/05/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Mary McCullough

Branch/Mail Code:

Phone Number 202-564-3911

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK – 2014 SOW

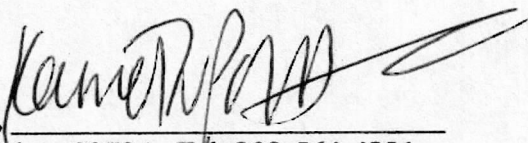
CONTRACT NO: EP-W-12-030 – OSRE-3 DPRA
Cost Reimbursement Term Form

WORK ASSIGNMENT#: WA1-07
WORK ASSIGNMENT NAME: OSRE WEB SUPPORT SERVICES

WORK ASSIGNMENT MANAGER:

Mary McCullough,
Regional Support Division
Office of Site Remediation Enforcement
1200 Pennsylvania Avenue, NW, 2272A
Washington, DC 20460
(202) 564-3911

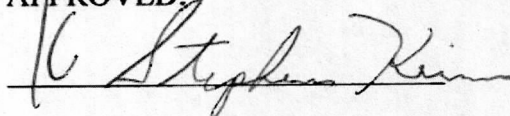
DIVISION DIRECTOR:

Kenneth W. Patterson, 
Regional Support Division, 2272A, Tel. 202-564-4231

QUALITY STANDARD:

It is not anticipated that the work to be done under this work assignment will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the generation of a Quality Assurance Project Plan (QAPP) by the contractor.

APPROVED:



Date: 9/5/13

Stephen Keim, Quality Assurance Coordinator
Office of Site Remediation, PPED

BACKGROUND:

This work assignment falls under the OSRE-3, Scope of Work, II, Technical Requirements, Section 2, Program and Information Management Support, category n. The period of performance of this Work Assignment shall be until September 5, 2014.

PURPOSE:

The general purpose of this work assignment is to provide to the EPA/OSRE WAM with technical support in the design, programming, and integration of OSRE's website with the EPA and OECA Internet and Intranet websites. All technical modifications will be in accordance with EPA and OECA web design standards and requirements.

The contractor shall provide technical support to ensure the seamless integration of OSRE information with the OECA and EPA websites. This will include the technical and artistic design of certain web pages.

Tasks and deliverables shall be specified through verbal requests followed by written Technical Direction Documents (TDDs) for complex assignments. The contractor shall not initiate any work until the WAM makes a verbal request. A TDD for complex assignments shall specifying requirements, formats, deliverables, time, dates, and approximate labor hours; should follow from the WAM within five working days.

TASKS AND DELIVERABLES:

Task 1: Work Plan Preparation and Cost Proposal

The contractor shall submit a work plan, staffing plan, and cost proposal at the task level that details the contractor's approach for accomplishing the work assignment. The work plan shall also include a schedule of deliverables and all interim deliverables, quality assurance, subcontractors/consultants, anticipated problems or special requirements, and conflict of interest statements.

The work plan and cost proposal shall be submitted within 15 calendar days after receipt of this work assignment.

Task 2: Internet/Intranet Web Support

The contractor shall provide the EPA WAM, as requested, documents, publications and other communication materials including conference materials and posters, that conform to all EPA and OECA technical web design standards and requirements, including 508 compliance. When directed by the EPA WAM, the contractor is to provide the EPA WAM all electronic publications in the appropriate format for printing purposes, that conform to all current EPA and

OECA standards . Periodically, the EPA WAM may request assistance from the contractor with technical matters associated with conversion or correction of PDF files.

In addition, the contractor when directed by the EPA WAM shall develop either a generic or conference-specific registration form for use with conference planning and announcements. Dependent upon the tasks in other work assignments, data entered on the registration form may be collected by the contractor and made available to OSRE staff for conference planning purposes and registration needs. The EPA WAM will provide the contractor with a TDD regarding the registration form.

Task 3: Graphic and Photographic Art Support

The contractor shall provide the EPA WAM with any necessary graphic art (including photographic) support necessary for the OSRE Internet and Intranet web pages. The EPA WAM will specify by TDD the required updates under this task.

Task 4: Conversion and Automation of Model Documents

The contractor will assist the EPA WAM with the conversion and, if needed, automation, of model language documents for posting on EPA's internet and intranet. The EPA WAM will specify by TDD the requirements for conversation of documents from WordPerfect to Word, and the automation of the paragraph numbering and cross-references within a model document, if needed, along with any other technical updates or enhancements that may be needed.

SPECIAL REQUIREMENTS:

Printing Requirements (Clause H.4(d)(2)(3)(4)) B Permitted Contractor Activities)

The contractor may perform a requirement involving the duplication of less than 5,000 copies of only one page, or less than 25,000 copies of multiple pages in the aggregate, using one color (black), so long as such pages do not exceed the maximum image size of 10 3/4 by 14 1/4 inches or 11 by 17 paper stock. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. The contractor may perform a requirement involving the multi-color duplication of no more than 100 pages in the aggregate using color copier technology, so long as such pages do not exceed the maximum image size of 10 3/4 by 14 1/4 inches, or 11 by 17 paper stock. The contractor may perform the duplication of no more than a total of 100 diskettes or CD-ROMs.

Expertise

It is anticipated that the tasks described above may require the services of a person proficient in technical web development and maintenance. The Agency may request resumes when special requirements are noted.

Identification of Contractor Personnel

All contractor, subcontractor, and consultant personnel shall wear prominently displayed identification badges at all times when performing tasks under this contract and when interacting with EPA officials, federal agencies, state, tribal, and local governments, business, industry and the general public. When participating in any event and/or discussion, contractor staff shall verbally identify themselves as contractor personnel so that there is no possible appearance of being EPA employees or officials.

Government Property

All analysis performed, software, programs, databases, and documents prepared under this work assignment, and any disks containing information used to complete this work assignment are the property of the U.S. EPA and may not be released to the public or used for other work assignments or projects without the written authorization of the EPA.

Contract Management

The contractor shall not exceed the estimated LOE and dollar amount in the final approved work plan, or in cases of incremental funding, the amount of LOE and /or dollars authorized on the latest amendment to the work assignment. Any increase must be through a formal work assignment.

The contractor shall immediately notify the EPA WAM and Project Officer when 75% of the contractor's authorized funding level has been expended and shall indicate what remaining requirements can be completed and by what date.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-07

☐

Other

☐

Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

OSRE Web Support Services

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

SOW, II, Technical Requirements, Section 2

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/10/2013 To 09/05/2014

Comments:

New work assignment issuance. Work plan and cost estimate requested.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 09/05/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Mary McCullough

Branch/Mail Code:

Phone Number 202-564-3911

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK – 2014 SOW

CONTRACT NO: EP-W-12-030 – OSRE-3 DPRA
Cost Reimbursement Term Form

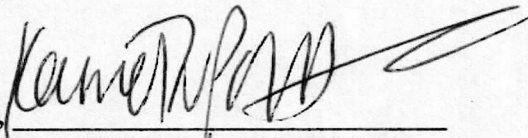
WORK ASSIGNMENT#: WA1-07

WORK ASSIGNMENT NAME: OSRE WEB SUPPORT SERVICES

WORK ASSIGNMENT MANAGER:

Mary McCullough,
Regional Support Division
Office of Site Remediation Enforcement
1200 Pennsylvania Avenue, NW, 2272A
Washington, DC 20460
(202) 564-3911

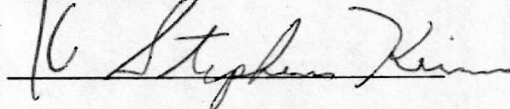
DIVISION DIRECTOR:

Kenneth W. Patterson, 
Regional Support Division, 2272A, Tel. 202-564-4231

QUALITY STANDARD:

It is not anticipated that the work to be done under this work assignment will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the generation of a Quality Assurance Project Plan (QAPP) by the contractor.

APPROVED:



Date:

9/5/13

Stephen Keim, Quality Assurance Coordinator
Office of Site Remediation, PPED

BACKGROUND:

This work assignment falls under the OSRE-3, Scope of Work, II, Technical Requirements, Section 2, Program and Information Management Support, category n. The period of performance of this Work Assignment shall be until September 5, 2014.

PURPOSE:

The general purpose of this work assignment is to provide to the EPA/OSRE WAM with technical support in the design, programming, and integration of OSRE's website with the EPA and OECA Internet and Intranet websites. All technical modifications will be in accordance with EPA and OECA web design standards and requirements.

The contractor shall provide technical support to ensure the seamless integration of OSRE information with the OECA and EPA websites. This will include the technical and artistic design of certain web pages.

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TASKS AND DELIVERABLES:

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SPECIAL REQUIREMENTS:

Printing Requirements (Clause H.4(d)(2)(3)(4)) B Permitted Contractor Activities)

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Expertise

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Government Property

All analysis performed, software, programs, databases, and documents prepared under this work assignment, and any disks containing information used to complete this work assignment are the property of the U.S. EPA and may not be released to the public or used for other work assignments or projects without the written authorization of the EPA.

Contract Management

The contractor shall not exceed the estimated LOE and dollar amount in the final approved work plan, or in cases of incremental funding, the amount of LOE and /or dollars authorized on the latest amendment to the work assignment. Any increase must be through a formal work assignment.

The contractor shall immediately notify the EPA WAM and Project Officer when 75% of the contractor's authorized funding level has been expended and shall indicate what remaining requirements can be completed and by what date.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA1-08

☐ Other ☐ Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 09/05/2014

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

Policy and Guidance Support

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

Task 1

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/12/2013 To 09/05/2014

Comments:

New Work Assignment issuance. New work plan and cost estimate requested.



Superfund

Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2)

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 09/05/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name James Miles

Branch/Mail Code:

Phone Number 202-564-5161

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

Contracting Official Name Derek Davis

Branch/Mail Code:

Phone Number: 202-564-1074

FAX Number:

(Signature)

(Date)


STATEMENT OF WORK FISCAL YEAR 2014

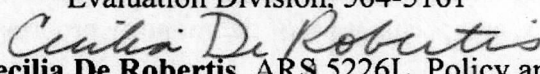
CONTRACT NO: EP-W-12-030

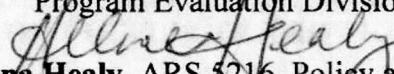
WORK ASSIGNMENT NO: WA0-08

WORK ASSIGNMENT TITLE: Site Remediation Policy and Guidance Support

PERIOD of PERFORMANCE 9/6/13 – 9/5/14

CONTRACTING OFFICER
REPRESENTATIVE (COR) 
James Miles, ARS 6233Q, Policy and Program
Evaluation Division, 564-5161

ALTERNATE COR 
Cecilia De Robertis, ARS 5226L, Policy and
Program Evaluation Division, 564-5132,

ACTING DIVISION DIRECTOR: 
Helena Healy, ARS 5216, Policy and Program
Evaluation Division, 564-5124

Alternate Contracting Officer Representative

The alternate COR may provide technical direction to the Contractor only when the primary COR is unavailable for extended periods of time (e.g., travel, leave, etc.). The Contractor shall accept technical direction from the alternate COR only when the Project Officer has been notified.

General Overview of Tasks

This work assignment is for Contractor support to the Office of Site Remediation Enforcement's (OSRE) research and analysis concerning compliance assurance and enforcement activities at contaminated sites. The Contractor shall provide a combination of research and evaluation support in a variety of specific areas as defined in this Statement of Work (SOW), including, but not limited to: evaluating the use of institutional controls (ICs) and other long-term stewardship (LTS) mechanisms at contaminated sites; assisting with real property research and training; reviewing and commenting on the EPA policy and guidance documents; assisting with the EPA's efforts to develop policy/guidance, training, or other tools, as needed, to improve participation of non-EPA parties with cleanup responsibilities; and, assisting, where needed, with other OSRE priorities associated with the cleanup and protective reuse of contaminated sites.

Task 1: PREPARE WORKPLAN AND COST ESTIMATE

The Contractor shall prepare a workplan, in accordance with the provisions of the Statement of Work, which describes how all phases of the work will be implemented, including a brief description of each phase, milestones, reports and deliverables, potential problem areas and any assumptions that must be made. The workplan shall also include a detailed cost estimate including a breakout of direct labor hours and other direct costs. Contractor estimates must be at the task level. The Contractor shall deliver the workplan and cost estimate to the EPA COR within 15 calendar days of the receipt of the Statement of Work.

Further, under this task, during the period of performance for this work assignment, the Contractor shall conduct work assignment monitoring, quality assurance and management activities, and preparation of the monthly progress reports.

**Task 2: LONG-TERM STEWARDSHIP AND INSTITUTIONAL CONTROL
SUPPORT AT SUPERFUND AND OTHER CLEANUP SITES**

The EPA continues to rely upon ICs and other LTS mechanisms at site cleanups performed under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Resource Conservation and Recovery Act (RCRA) to help ensure long-term protectiveness of remedies. Because implementation, compliance assurance, and enforcement issues relating to ICs continue to pose challenges to the EPA and other stakeholders, OSRE desires Contractor support involving research and evaluation on a variety of issues related to: (1) IC implementation, (2) IC compliance assurance, including IC monitoring, reporting, and enforcement, (3) the cost of ICs during the IC life cycle, (4) rules, laws and procedures, including title search methods, related to real property law, (5) the evaluation of ICs during remedy review efforts, including CERCLA five-year reviews, (6) the use of ICs during removal actions, and (7) the use of ICs at RCRA Corrective Action cleanups.

As directed by the COR, Contractor efforts may involve the preparation of reports, studies, or presentations, for use by OSRE as background research and to otherwise inform OSRE during its duties of supporting the EPA Regions, preparing policy or guidance, or developing future initiatives related to ICs. In addition, Contractor will participate in phone meetings and discussion, as directed by the COR.

Further, OSRE requests that the Contractor help respond to Regional requests for real property law support. As directed by the COR, Contractor shall support Regional requests by:

- Assisting the Regions in conducting title searches (e.g., obtaining a title commitment for a property);
- Summarizing and/or comparing, by parcel, interests that affect or encumber title;
- Preparing site maps that include environmental site characteristics, IC and site boundaries, and other relevant features (e.g., title encumbrances); and,
- Preparing training materials/modules for use as stand-alone documents or for incorporation into existing training materials.

Task 3: EPA INITIATIVES SUPPORT

The Contractor may be asked to assist OSRE in activities associated with enforcement initiatives that are currently under development or planned in the future. OSRE may seek Contractor support to provide research and evaluation, and to prepare studies, reports, or presentations on enforcement initiatives, including, but not limited to:

Next Generation Compliance – The EPA’s Office of Enforcement and Compliance Assurance (OECA) has identified a new investment area aimed at instituting “Next Generation Compliance” practices to build 21st century technical capabilities and efficiencies in assuring compliance with environmental laws. OSRE supports OECA’s Next Generation Compliance initiative and seeks Contractor support to identify opportunities within its cleanup enforcement program to: (1) promote public accountability, transparency, self-monitoring, self-certification, and electronic reporting; and (2) advance monitoring and reporting technologies to identify non-compliance and violations impacting public health and the environment. Specifically, OSRE requires Contractor support to identify options to display site cleanup data (e.g., site and IC boundaries) on the EPA’s existing geo-spatial platforms and to create functionality using that data to improve compliance with site cleanup obligations. OSRE may request that the Contractor identify new strategies that the EPA can implement that help monitor compliance and enforcement efforts at cleanup sites through, for example, online platforms that enable parties to self-report or certify completion of a task.

Renewable Energy – Through the RE-Powering America’s Land initiative, the EPA encourages renewable energy development on currently and formerly contaminated land when it is aligned with the community’s vision for the site. Contaminated sites often provide developers with a unique opportunity for renewable energy deployment due to historical uses. In part in response to the EPA’s RE-Powering America’s Land initiative, OECA/OSRE and OSWER/CPA have issued the “Revised Enforcement Guidance Regarding the Treatment of Tenants Under the CERCLA Bona Fide Prospective Purchaser Provision” and three new model comfort/status letters for lessees involved in renewable energy development on contaminated property. The revised guidance discusses the potential applicability of the bona fide prospective purchaser (BFPP) provision under CERCLA to tenants who lease contaminated or formerly contaminated properties and how the Agency intends to exercise its enforcement discretion to treat certain tenants as BFPPs. The revised guidance addresses tenants who were not previously covered by the Agency’s 2009 guidance because they could not derive BFPP status from the owner of the property, e.g., the owner was a potentially responsible party under CERCLA and therefore not a BFPP. The new model letters are intended to be used by the Regions to provide lessees with information the EPA currently has about their property and applicable Agency policies to help the lessee make informed decisions as they move forward with renewable energy development on their property.

OSRE desires Contractor support to provide research and evaluation, and to prepare studies, reports, or presentations on cleanup enforcement issues associated with renewable energy development on contaminated land. OSRE may seek Contractor support to obtain examples of renewable energy lease agreements used at contaminated sites. The Contractor may be asked to perform research and analysis on what activities associated with renewable energy projects are

appropriate given site conditions (e.g., residual contamination, engineered remedies) or are appropriately considered as “reasonable steps” for purposes of the BFPP provision.

Sustainability Plan – The EPA is developing a plan to memorialize the Agency’s commitment to sustainability and spell out its plan to incorporate principles of sustainability more fully into all its policies and programs. The EPA believes that this move to incorporate principles of sustainability more fully in its work is a logical next step in the continuing evolution of environmental policy. OSRE may request Contractor support in developing options and providing examples of how the EPA can use enforcement tools and other Agency-wide incentives to promote sustainable cleanups and sustainable redevelopment of contaminated sites.

Task 4: SUPPORT FOR LOCAL GOVERNMENT INVOLVEMENT, COORDINATION, AND LIABILITY CLARIFICATION

Cleanup enforcement activities can involve local governments in many ways. In some cases, local governments could be potentially responsible parties. In others, the gravity of site remediation issues to a lesser or greater extent meaningfully affects local matters requiring close local involvement. In some jurisdictions, local land banks or quasi-governmental agencies purchase, assist, or otherwise are involved with the purchase of contaminated properties, potentially triggering liability while also potentially qualifying the local agencies for liability exemptions and defenses. Further, in many scenarios, at the post-remedy stage, local governments may be required to or may volunteer to play an integral role in LTS activities at a site. Prior EPA guidance documents have identified the need for improved coordination with local governments on LTS. Finally, the EPA’s Community Engagement Initiative, while extending to the community as a whole and not limited only to the local agencies, nonetheless relate to the role of local government and as a general matter recommend open communication and coordination.

OSRE may seek Contractor support to provide research and evaluation, and to prepare studies, reports, or presentations on a variety of issues related to local governments and/or local land banks, including (1) involvement during remediation, (2) cleanup liability, (3) acquisitions and post-acquisition management of contaminated property, and (4) IC/LTS activities. OSRE may ask that the Contractor review and conduct interviews and meetings with national local government organizations (e.g., NALGEP, ICMA). Further, as directed by the COR, the Contractor may be asked to conduct research and prepare written analysis that identifies strategies and suggests solutions (technical, legal, policy) to engage local governments on and facilitate their participation in cleanup activities.

Task 5: CLEANUP LIABILITY AND LIABILITY PROTECTIONS

Particularly as the Landowner Liability Protections (LLP) under the 2002 Amendments to CERCLA become addressed by courts and as they become relevant to various EPA initiatives, OSRE may request Contractor support to develop or assist with the development of the EPA policy and guidance and to assist and assure consistency among the EPA Regions as to the interpretation and application of liability matters and CERCLA LLPs.

OSRE desires Contractor support to provide research and evaluation, and to prepare studies,

reports, or presentations to help inform OSRE with up-to-date research and evaluation relating to the LLPs. Among other topics, Contractor research and evaluation may address topics such as (1) the application of LLP to parties who qualify as CERCLA "operators" including lessees, (2) the type of reasonable steps, appropriate care or due care considered by court decisions and/or industry standards, under various fact scenarios or categories of redevelopment, to meet the standards provided in CERCLA, (3) judicial interpretations of what constitutes CERCLA "disposes" and "releases," (4) OSRE's "Common Elements" and related LLP guidance, and (5) liability consequences, if any, for current owners, prior owners, and/or local jurisdiction when performing LTS activities.

WA Performance Evaluation Criteria

In addition to the evaluation criteria contained in the general contract, the budget criteria will be evaluated on the Contractor's ability to demonstrate successful efforts at cost-savings on the Work Assignment while maintaining high quality technical work. EPA's evaluation will take into consideration the Contractor's conscientious efforts to (1) minimize duplicative work, (2) cut unnecessary hours and expenses, and (3) use resources efficiently and creatively.

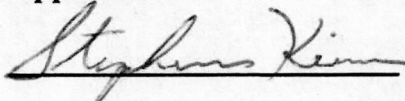
The Contractor shall not incur costs or hours above the amounts authorized for the Work Assignment without the prior, specific, written approval of the EPA Contracting Officer. The EPA COR is not authorized to make such budgetary approvals under any circumstances.

EPA will evaluate the Contractor based on (1) how responsive the Contractor is to EPA's needs throughout the Work Assignment, (2) the accuracy and technical quality of the Contractor's work and deliverables (including typographical and technical errors), (3) the Contractor's ability to work within the agreed time frames, (4) timeliness in submitting deliverables, and (5) regular communication regarding Work Assignment progress and prompt notification as funding thresholds are approached.

Quality Standard

It is not anticipated that the work to be done under this work assignment will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the generation of a Quality Assurance Project Plan (QAPP) by the contractor.

Approved:



Date:

8/1/13

Stephen Keim, Quality Assurance Coordinator
Office of Site Remediation, PPED

Deliverable Schedule

The following deliverable deadlines serve as an initial planning guide and may require adjustment by the EPA COR based on interim results and findings during WA execution.

Task 1 Deliverables

Deadline

Workplan and Cost Estimate

15 days after Contractor receipt of Statement of Work

Task 2 Deliverables

LTS/IC Support, Generally

To be determined by COR;
Deliverables in accordance with approved work plan.

Real Property Law Support

To be determined by COR;
Deliverables in accordance with approved work plan.

Task 3 Deliverables

Initiatives Support, Generally

To be determined by COR;
Deliverables in accordance with approved work plan.

Task 4 Deliverables

Local Government Research and Analysis

To be determined by COR;
Deliverables in accordance with approved work plan.

Task 5 Deliverables

Cleanup Liability Research and Analysis

To be determined by COR;
Deliverables in accordance with approved work plan.